



OFFICE OF THE SECRETARY OF DEFENSE  
1950 DEFENSE PENTAGON  
WASHINGTON, DC 20301-1950



ADMINISTRATION  
& MANAGEMENT

13 NOV 1997

The Honorable Franklin D. Raines  
Director,  
Office of Management and Budget  
725 Seventeenth Street, NW  
Washington, DC 20503

Dear Mr. Raines:

The Department of Defense (DoD) and the General Services Administration (GSA) have agreed to consolidate reproduction service centers into one operational activity. The DoD agent, the Defense Automated Printing and Support Center (DAPSC), a Primary Level Field Activity (PLFA) of the Defense Logistics Agency (DLA), will assume lead agency responsibility for providing these services to Federal customer agencies. A joint DoD/GSA Business Case Analysis, justifying this action, is attached. Upon your approval, 63 end strength positions will be transferred from GSA to DLA/DAPSC without funds.

Consistent with the theme of the National Performance Review, this partnership will reduce the cost of providing these services by over \$4 million per year through better utilization and reduction of staff (22 end strength), facilities (20,000 square feet) and equipment (103 items).

A jointly signed Memorandum of Agreement between DLA/DAPSC and GSA is attached. Also attached is a Determination with Respect to Certain Matters Pursuant to Title 40, Property and Administrative Services Act which indicates your approval to transfer these 63 end strength positions. These documents summarize the agreements, responsibilities and personnel resources identified with the consolidation.

Therefore, it is requested that determination orders be issued to effect the transfer of resources in support of this consolidation.

Sincerely,

David J. Barram  
Administrator  
General Services Administration

David O. Cooke  
Director, Administration and  
Management,  
Office of the Secretary of  
Defense

Attachments



**DETERMINATION WITH RESPECT TO CERTAIN MATTERS  
PURSUANT TO TITLE 40, PROPERTY AND ADMINISTRATIVE SERVICES ACT**

Pursuant to Title 40, Property and Administrative Services Act, Section 486(F), there shall be transferred from the General Services Administration (GSA) to the Department of Defense (DoD) agent, the personnel and equipment set forth below. The DoD agent is the Defense Automated Printing and Support Center (DAPSC), a Primary Level Field Activity (PLFA) of the Defense Logistics Agency (DLA). I hereby determine that this personnel and equipment relate primarily to the consolidation of Executive Branch Reproduction Service Center functions.

A. Appropriations and Funds:

<u>From</u>	<u>Amount</u>	<u>To</u>
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NONE

B. Personnel and Positions:

Information contained in the enclosed Memorandum of Agreement.

C. Property:

The equipment and usable supplies associated with the various GSA facilities are transferred to DLA/DAPSC pursuant to Title 40, Property and Administrative Services Act, Section 486(F).

D. Services:

As specified in the Memorandum of Agreement between DLA/DAPSC and GSA:

Approval:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Franklin D. Raines  
Director  
Office of Management and  
Budget

## MEMORANDUM OF AGREEMENT

This Memorandum of Agreement (MOA) is between the Defense Automated Printing and Support Center (DAPSC), a Primary Level Field Activity (PLFA) of the Defense Logistics Agency (DLA) and the General Services Administration (GSA) for the purpose of consolidating the DLA/DAPSC and GSA Reproduction Service Centers into one Executive Branch service agency. The DLA/DAPSC will assume lead agency responsibility for the DoD and provide reproduction services to Federal customer agencies.

1. There are presently 85 persons devoting their time to Reproduction Service Center functions in the ten (10) GSA facilities. GSA will transfer 63 end strength positions to DLA/DAPSC. DLA/DAPSC will accept up to 63 GSA employees at their classification and pay, as of the effective date of transfer. GSA is in the process of implementing new classification standards and migrating Wage Grade (WG) classifications to General Schedule (GS) classifications, where appropriate. The titles, series and grades for transfer are shown in Attachment A.
2. DLA/DAPSC may share in appropriate permanent change of station (PCS) costs for GSA employees. This option is only available for employees willing to relocate to locations where DLA/DAPSC believes vacant positions need to be filled.
3. Upon transfer, previous GSA employees will be full DLA/DAPSC team members as of the day of transfer - retaining their Federal seniority and having all rights and privileges of any other DLA/DAPSC employee. All transferred employees will be treated equally and consistently with all DLA/DAPSC employees in accordance with current governing laws, regulations, instructions, agreements and past practices.
4. The equipment identified for transfer to DLA/DAPSC, along with any outstanding remaining value, shown on the business case analysis and located in each of the GSA Reproduction Service Centers will be transferred to the appropriate DLA/DAPSC facilities.
5. The current usable operating supply inventory located in each of the GSA Reproduction Service Centers will be transferred to the appropriate DLA/DAPSC facilities. The DLA/DAPSC will compensate GSA for the value of these usable operating supplies so that GSA may adequately close its financial records on this program's operating expenses.
6. On the effective date of consolidation, the DLA/DAPSC will assume responsibility for payment of Space Rent charges for space presently occupied by the GSA Reproduction Service Centers.

7. The workload presently being performed in the GSA Reproduction Service Centers will be transferred to the DLA/DAPSC-managed centers for production. Current GSA plant managers will work with DLA/DAPSC managers to ensure a smooth transition with current GSA customer agencies to the maximum extent possible.

8. DLA/DAPSC will bill GSA and other current customer agencies in a timely manner for the work accomplished during any monthly period. Charges for all work produced will be computed against the effective DLA/DAPSC nationwide established price schedule.

9. GSA and DLA/DAPSC, respectively, will notify the employee unions affected by this consolidation.

*Martha N. Johnson 11/5/97*

Martha N. Johnson  
Chief of Staff  
General Services Administration

*Michael J. Cocchiola 11/4/97*

Michael J. Cocchiola  
Administrator  
Defense Automated  
Printing and Support Center

**ATTACHMENT A**  
**GSA EMPLOYEE LISTING BY TITLE, SERIES AND GRADE**

**NEW YORK, PLANT 17:**

1	Printing Officer	GM-1654-13
1	Elec Dup Tech	GS-0303-7
1	Elec Dup Tech	GS-0303-7
1	Elec Dup Tech	GS-0303-7

**PHILADELPHIA, PLANT 25:**

1	Printing Spec	GS-1654-11
1	Elec Dup Tech	GS-0303-7
1	Elec Dup Tech	GS-0303-7
1	Elec Dup Tech	GS-0303-7
1	Elec Dup Tech	GS-0303-7
1	Elec Dup Tech	GS-0303-7

**ATLANTA, PLANT 38:**

1	Agency Liaison	GS-0301-12
1	Visual Info Spec	GS-1084-9
1	Visual Info Spec	GS-1084-9
1	Elec Dup Tech	GS-0303-7
1	Elec Dup Tech	GS-0303-7
1	Elec Dup Tech	GS-0303-7
1	Elec Dup Tech	GS-0303-7

**KANSAS CITY, PLANT 49:**

1	Printing Officer	GS-1654-11
1	Visual Info Spec	GS-1084-11
1	Printing Asst	GS-1654-7
1	Elect Dup Oper	GS-0303-6
1	Elect Dup Oper	GS-0303-5
1	Dup Equip Oper	GS-0350-4
1	Bindery Mach Oper	XP-4402-7
1	Bindery Mach Oper	XP-44-2-5
1	Bindery Mach Oper	XP-44-2-5

**ST. LOUIS, PLANT 50:**

1	Printing Officer	GS-1654-12
1	Printing Spec	GS-1654-9
1	Elec Dup Tech	GS-0303-7
1	Elec Dup Tech	GS-0303-7
1	Elec Dup Tech	GS-0303-7
1	Bindery Mach Oper	XP-4402-5
1	Bindery Mach Oper	XP-4402-5

**FORT WORTH, PLANT 57:**

1	Printing Officer	GS-1654-13
1	Print/Pubs Sys An	GS-0301-11
1	Visual Info Spec	GS-1084-9
1	Printing Spec	GS-1654-9
1	Elec Dup Tech	GS-0303-7
1	Elec Dup Tech	GS-0303-7
1	Elec Dup Tech	GS-0303-7
1	Elec Dup Tech	GS-0303-7
1	Elec Dup Tech	GS-0303-7
1	Elec Dup Tech	GS-0303-7
1	Elec Dup Oper	GS-0303-6
1	Elec Dup Oper	GS-0303-6
1	Bind Mach Oper	WG-4402-8
1	Bind Mach Oper	WG-4402-5
1	Bind Mach Oper	WG-4402-5
1	Bind Mach Op Supv	WS-4402-5
1	Print Spec	GS-1654-12
1	Print Spec	GS-1654-7

**ALBUQUERQUE, PLANT 60:**

1	Printing Officer	GS-1654-11
1	Elec Dup Tech	GS-0303-7
1	Elec Dup Tech	GS-0303-7
1	Elec Dup Tech	GS-0303-7
1	Elec Dup Tech	GS-0303-7
1	Bind Mach Oper	WG-4402-7

**SALT LAKE CITY, PLANT 66:**

1	Printing Officer	GS-1654-11
1	Off Dup Press Oper	WG-4417-8

**BILLINGS, PLANT 68:**

1	Off Photographer	WG-4414-9
1	Off Press Oper	WG-4417-8
1	Bind Mach Oper	WG-4402-8

**WASHINGTON, PLANT 89:**

1	Copier-Dup Eq Oper	GS-0350-4
1	Copier-Dup Eq Oper	GS-0350-4